

BCCC FEDERAL WORK STUDY PROGRAM POSITION REQUEST FORM

Financial Aid Award Year: 2026-2027

Name of Department Office (on campus): WDCED - Adult Basic Education (ABE)

Name of Organization (off-campus): _____

Mailing Address: _____

Title of Position: Director, Adult Basic Education

Number of Students desired to fill this position: 4

Qualification(s) required (may attach additional statement):

Strong organization Skills, Punctual/Timely, Communicates well, Stays busy, Willing to Learn and Open to feedback, Quick learner, Strong Administrative Skills,

Responsibilities of Position: **Conduct administrative tasks for student activities, Organize supplies and folders for Student Orientation, Proctor testing center for ABE or ESL, Take inventory of textbooks, Assist with student attendance tracker,**

Number of hours per week (If unknown indicate that hours will vary). **Note: cannot exceed 20 hours per week:**

20 hours each week.

Supervisor Name: Andrea Fricks; Director ABE 410-986-5449 africks@bccc.edu

Back up Name(s): Gina Karlin; Director, ESL 410-986-3204 gkarlin@bccc.edu

Address: 701 E. Lombard Street

Baltimore, MD 21202

Location: Inner Harbor Instructional Site

Phone Number(s): 410-986-5449 / 410-986-3204

Email Addresses: africks@bccc.edu; gkarlin@bccc.edu

SPECIAL NOTE: The Employment Authorization Form (EAF) will have the FWS student's award amount and the number of hours a student should work each week. It is extremely important that the supervisor set the student's work schedule so that the student will not exhaust his or her award. If the student works more than he or she is awarded, the Federal Aid Office will not pay the student. However, the student will still need to be paid out of your budget. **ALF** _____ (supervisor's initials).